

**SECTION G**  
**CONTRACT ADMINISTRATION DATA**

**G-1. CONTRACT ADMINISTRATION**

G-1.1. All contract administration matters will be handled by the following individuals:

a. CONTRACTOR (Name(s) and Address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTN:  
Telephone:  
FAX Phone:

b. GOVERNMENT: Contracting Officer  
Department of Defense  
TRICARE Management Activity  
Contract Management Division (CMB)  
16401 East Centretex Parkway  
Aurora, CO 80011-9066

EMAIL: Cynthia.Dahlstrom@tma.osd.mil  
Telephone: 303-676-3516  
FAX Phone: 303-676-3554

G-1.2. Contract administration will be performed by the Contract Management Division, TRICARE Management Activity or as delegated to other Government agencies by the Contracting Officer. The Government points of contact during the performance of this contract will be:

G-1.2.1. Contracting Officer (CO): The CO is responsible for administration of this contract and is solely authorized to take action on behalf of the Government which may result in changes to the terms of this contract, including deviation from Section C.

G-1.2.2. Contracting Officer's Representative (COR): The Contracting Officer will designate an individual to act as the COR. The COR does not have the authority to act on behalf of the Contracting Officer beyond his or her specific written delegation of authority. The COR does not have the authority to change contract requirements. The Contractor will receive copies of the delegation letters which will delineate the scope of authority of the COR.

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**G-2. CONTRACTOR REMITTANCE VIA ELECTRONIC FUNDS TRANSFER**

G-2.1. The payment method to the Contractor shall be through Electronic Funds Transfer (EFT) in accordance with FAR 52.232-34, "Payment By Electronic Funds Transfer--Other Than Central Contractor Registration" in Section I.

Contractor's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
FAX Phone: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_  
Bank Account No.: \_\_\_\_\_

**G-3. PAYMENTS**

G-3.1. Payments shall be in accordance with FAR 52.232-1, "Payments"; 52.232-8, "Discounts for Prompt Payment"; 52.232-18, "Availability of Funds"; 52.232-19, "Availability of Funds for the Next Fiscal Year"; and 52.232-25, "Prompt Payment" as listed in Section I.

G-3.2. Payments will be made by EFT. The Payment Office is [Department of Defense, TRICARE Management Activity, Contract](#) Resource Management, 16401 East Centretch Parkway, Aurora, CO 80011.

**G-4. GOVERNMENT POINT OF CONTACT**

G-4.1. Subsequent to award, the Contracting Officer's Representative (COR) will be appointed and the specific duties to be performed by the COR will be detailed. One or more Alternate Contracting Officer's Representatives (ACORs) may be appointed. The Contractor shall work directly with the Administrative Contracting Officer (ACO), COR, and ACORs on those matters delegated to them. The ultimate responsibility for overall administration of the contract rests with the Contracting Officer and the COR at the TRICARE Management Activity.

**G-5. SUBMISSION OF INVOICE**

G-5.1. The contractor shall submit invoices to:

Department of Defense  
TRICARE Management Activity  
Attn: Contract Resource Management (CRM)  
16401 E. Centretch Parkway  
Aurora, CO 80011-9066

G-5.2. Invoices for all services provided shall be submitted monthly after completion of the specified tasks. The contractor shall submit an invoice on a DD Form 250, prepared in an Original. The Original shall be submitted to TMA's address stated above or by e-mail for the Government, and a copy shall be submitted to the Contracting Officer's Representative (COR), and a copy shall be submitted to the Contracting Officer within 5 work days after the last day of each month. All services invoiced for payment shall be in accordance with instructions for completion of DD Form 250. Where there is insufficient space on DD Form 250, a separate sheet(s) detailing the summary information from the form shall be attached. For each itemization by CLIN, the invoice shall reference the Delivery Order(s) and applicable modification(s) under which funds were obligated for the cases being invoiced.

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G-5.3. The contractor shall invoice for services provided under CLIN 0001 at the end of the Startup period.

G-5.4. All Points of Contact will be provided following contract award, and updated as required.

**G-6. OVERPAYMENTS**

G-6.1. TMA reserves the right to collect overpayments made to the Contractor from the payments due to the Contractor including any other contract payments due the Contractor from any other contracts it may hold with TMA.

**G-7. ORDERING ACTIVITY**

G-7.1. The TMA-Aurora Procuring Contracting Officer (PCO) has the authority to issue delivery orders or task Orders under the CLINS of this contract.

G-7.2. The PCO will issue delivery orders or task orders on DD Form 1155, Order for Supplies or Services. Orders may be placed by facsimile transmission, mail, or courier.

**G-8. COR ADDRESS:**

Department of Defense  
TRICARE Management Activity  
Regional Operations Directorate  
(Contracting Officer's Representative)  
Skyline 5, Suite 810  
5111 Leesburg Pike  
Falls Church, VA 22041

**G-9. CONTRACTING OFFICER DIRECTED TRAVEL**

G-9.1 The Government anticipates that performance of these contract requirements will require approximately 6 to 8 trips per year for meetings/conferences at Lead Agent request. The contractor shall provide up to 4 representatives at up to 6 to 8 meetings each year. The costs for attendance at these meetings, and any incidental or local travel expenses necessary to perform the contract requirements, will be included in the per member per month managed care fees. All travel at the request of the Lead Agent beyond 6 to 8 trips annually will be invoiced against the Contracting Officer Directed Travel CLIN.

G-9.2 Invoice (original and three copies), with supporting documentation (including original airline receipts, hotel, and rental car receipts), following completion of travel. Travel shall be in accordance with the JTR (Joint Travel Regulations.) For the reimbursement of long distance telephone calls during travel, each long distance call shall be justified in writing and approved by the COR as necessary for the performance of the contract services.

**G-10. Transitions, including Transition-In and Transition-Out.** Invoices shall be submitted upon completion of services required under each respective CLIN.